

<b>TAB C-5: COMMUNICATIONS</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Reporting: Is the unit filing reports with the wing in a timely fashion?	Wing Policy
2.	Communications Effectiveness Exercises: a. Does the unit hold any communications exercises? b. Are these exercises coordinated with the Wing Director of Communications (DC)?	CAPR 100-1 Vol 1 Para 3-3b  Wing Policy
3.	Communications Meetings: a. Does the unit hold any meetings specifically for communications? b. Is the Wing DC advised so important, new information can be covered in the meeting?	Wing Policy
4.	Communications Plans: a. Does the unit communications officer review the annual wing communications plan(s)? b. Does local training include information from the communication plan(s) that effects unit members or local operations?	CAPR 100-1 Vol 1 Para 2-2  Wing Policy
5.	Resources: a. Is the communications officer utilizing the Communications Equipment Management System (CEMS) (assumes unit has access)? b. Is the issue of non-expendable communications equipment to individual members approved & recertified IAW CAP directives? c. Can the communications officer show how the current assignment and distribution of corporate equipment supports the communications plan(s)? d. Does the communications officer ensure equipment is returned when members transfer or do not renew? e. Has all non-NTIA compliant equipment (HF & VHF) been removed from CAP operation?	NHQ Memo dated 16 Nov 01 and Wing Policy        NEC Minutes dated Nov 98
6.	Training: Does the communications officer maintain a database of personnel completing basic and advanced user training?	Recommended Management Practice